

press **Ctrl+–** to open the Delete Cells dialog. Select **Delete entire column(s)** or **Delete entire row(s)** and press the **OK** button.

- Select a range of cells across the columns or rows you want to delete and select **Sheet > Delete Columns** or **Sheet > Delete Rows**.
- Highlight the required columns or rows by holding down the left mouse button on the header of the first one and then dragging across the required number of headers. Then right-click on one of the selected column or row headers and select **Delete Columns** or **Delete Rows** in the context menu.

Deleting cells

- 1) Select the cell or cells you want to delete.
- 2) Select **Sheet > Delete Cells**, press **Ctrl+–**, or right-click on one of the selected cells and select **Delete** in the context menu.
- 3) Select the option you require from the Delete Cells dialog and press the **OK** button.

Working with sheets

Inserting new sheets

Click on the + symbol next to the sheet tabs to insert a new sheet after the last sheet in the spreadsheet without opening the Insert Sheet dialog. The following methods open the Insert Sheet dialog (Figure 17) where you can position the new sheet, create more than one sheet, name the new sheet, or select a sheet from a file.

- Select the sheet where you want to insert a new sheet, then select **Sheet > Insert Sheet** on the Menu bar.
- Right-click on the sheet tab where you want to insert a new sheet and select **Insert Sheet** in the context menu.
- Click in the empty space at the end of the sheet tabs.
- Right-click in the empty space at the end of the sheet tabs and select **Insert Sheet** from the context menu.

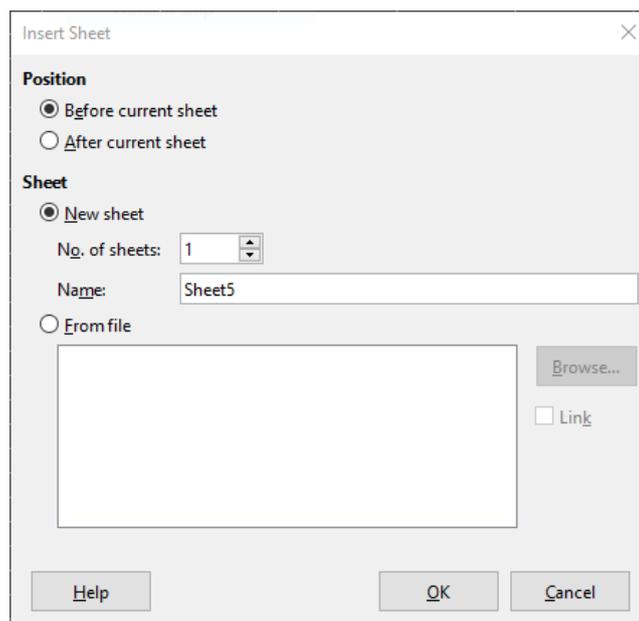


Figure 17: Insert Sheet dialog